

ASAP Account

The Automated Standard Application for Payments (ASAP) allows grantee organizations receiving Federal funds to draw from accounts pre-authorized by Federal Agencies (or, in order to get your money, you have to first establish an account through this system). NOAA gives the people at the Financial Management Service, part of the Treasury Department, a long list of grantee organizations that will be receiving funds through grants. The ASAP people should contact you shortly thereafter by email to help you set up your account.

How to set up account

There are four forms that you will need to fill out in order to get the account established.

1. ASAP Organization Enrollment and User ID form
To be filled out and signed by your authorizing official who signed your SF-424.
2. ASAP Bank Information Form
This form includes all of your organization's account information, it is usually filled out by the financial person in your organization. This is where the money will be transferred when you request a draw down from your ASAP account.
3. ASAP Official Authorization form
The authorizing official signs this form. It allows other individuals (the P.I.s on your project) to draw down and access the ASAP account other than your authorizing official.
3. User Responsibility form
To be signed by those that will be using the ASAP account.

These should be sent to the ASAP contact person who initially got in touch with you. After these are processed, you will receive a User ID, a password and an account number. I have been told that you are required to change your password frequently, so be prepared to write it down to keep track.

How to draw down on account

There are two options for accessing your ASAP account. The first is on-line and the second is through the phone. The on-line option has a huge instruction book and is very complicated, I would recommend this only if you have a large grant and need to see a visual history of your transactions. The phone option is much easier and does not require a lot of instruction. It requires a Voice Response System, so you will have to receive a VRS Account number, which you receive through ASAP. When you receive this information, there will also be a phone number to call to access the account. The VRS asks for all of your ids and passwords, etc. and then asks how much you would like to draw down. That's it!

Contact numbers and additional information

ASAP Help Desk- 415-817-7182

NOAA/ASAP Contacts- Rosalie Vega and Sundii Johnson- 301-713-0922 x 133

ASAP website- <http://www.fms.treas.gov/asap/index.html>

(This site will have all of the forms, instructions, and additional information you may need)